

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 9th December 2024 at 7pm, Westerleigh Village Hall



MINUTES OF WESTERLEIGH & COALPIT HEATH FULL PARISH COUNCIL MEETING
Monday 9th December 2024 at 7pm, Westerleigh Village Hall

Present: Cllr R McCullough (Chair), Cllr J Lean (also ward cllr), Cllr C Goddard, Cllr D Margetts, Cllr T Clark (also ward cllr), Cllr P King
Clerk: R Davis **Finance Officer:** S Simmons **Ward Councillor:** Cllr M Palmer
One member of the public.

3876. To NOTE apologies for absence
Cllr K Kelliher – other engagement.

3877. To RECEIVE Declarations of Interest relating to this meeting, as required by the Council's Code of Conduct for Members and the Localism Act 2011
Cllr T Clark advised the Council that as he is a member of the South Gloucestershire Development Management Committee, that he is still permitted to speak and vote on planning items and issues (see min 3840) and would only have to declare an interest if he had a pecuniary interest or an additional non-pecuniary interest **Any contributions he makes are based upon the submitted documents available at this time and he retains an open mind should any application be subsequently referred to one of South Gloucestershire Council's planning committees for determination.**

3878. To APPROVE [Minutes](#) of Parish Council meeting held on 11th November 2024.
RESOLVED: The minutes were approved and signed by the Chair.

3879. To NOTE Environment & Leisure Committee meeting was not held on 2nd December 2024 (inquorate)
Noted.

RESOLVED: To consider reports from South Gloucestershire Councillors on matters relating to the Parish at this point (see minute 3890 for report).

3880. To RECEIVE questions and comments from members of the public present with respect to business on the agenda (in accordance with Standing Orders 3 e-3 i)
None.

FINANCE

3881. To APPROVE November 2024 payments made in accordance with FR 6.9
RESOLVED: APPROVED with no questions arising. List shown at Appendix 1.

3882. To NOTE end of November 2024 Financial documents: Statements & Reconciliations, receipts
NOTED with no questions arising. Transfers and payments to balance out accounts in line with the FSCS limit, as covered at October F & GP meeting, were NOTED.

3883. To APPROVE V3 of the 2025/2026 Budget for this Parish Council and make any further amendments
RESOLVED: V3 of the W & CH PC Budget was APPROVED. See Appendix 2.

3884. To APPROVE submission of the S41 Precept Request to SGC

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9th December 2024 at 7pm, Westerleigh Village Hall

RESOLVED: The RFO was AUTHORISED to submit the S41 precept request of £101,220 to SGC.

3885. To consider/APPROVE continuing the contribution to FACE youth service with FCPC for 2025/26

The RFO reported that the £4667 cost for 25/26 is actually less than the 24/25 amount of £5074.48 due to FACE having raised some funds towards this youth group.

RESOLVED: The contribution was APPROVED.

3886. To consider and APPROVE any Grant Applications including:

RESOLVED: The grant application of £2000 from Citizens Advice South Gloucestershire for this financial year, was unanimously APPROVED. This will be paid from the CIL budget.

3887. To RECEIVE information and take a DECISION on any other finance matters including:

(i) Konica Minolta Printer contract –

RESOLVED: The printer will be returned to KM when the current RFO leaves the role in 2025. Any outstanding months specified on the contract (ends Aug/Sept) will be paid as per the terms. APPROVED.

(ii) Payroll arrangements for Xmas period. Normally paid on 25th of each month, this month payment will be made on Friday 20th December. This was NOTED.

(iii) To approve revised budget for Newman's Field replacement play equipment (currently £20,000 - ref E&L Aug 2023 Min 259 i) and approve revised quotation.

RESOLVED: In order to cover the Clamber Stack and associated surfacing plus the Adventure Trail the budget is APPROVED to be increased to £27000. The RFO asked that the project proceeds immediately before prices increase further. Approval of the formal quotation is delegated to the RFO, provided that it does not exceed the approved budget.

3888. To RECEIVE an update on matters at Bitterwell Lake or Chalet and take a DECISION on required action

(i) Render project – main wall replacement has been completed and paid for, holding back £1500 plus VAT for final coatings in the Spring.

(ii) Replacement of shower enclosure – Completed by Pass & Totterdell. Invoice paid for £708.03 plus VAT to come from the Chalet repair budget.

(iii) Turf/stones – supplied to lake and HP BUILDING SERVICES invoice paid at £239.76 slightly higher than £199 estimate. To be paid from CIL budget as necessitated for lake users H & S.

(iv) Natwest have notified interest rate decrease on reserve account from 6th Feb 2025 to 1.25%.

RESOLVED: To APPROVE list of Environment & Leisure recommendations from councillor meeting on 2nd December 2024 at this point in the meeting, in case input from RFO required (see min 3892).

The Finance Officer left the meeting.

3889. PLANNING

a) To NOTE planning comments submitted since last meeting

NONE. Noted.

b) To NOTE planning decisions made by South Gloucestershire Council since last meeting

Noted. See Appendix 3.

c) To discuss and COMMENT on any necessary Planning Applications or other Planning Matters:

(i) P24/02731/PNA Prior notification of the intention to erect 1no. agricultural building for storage of straw. Land At Says Court Farm Badminton Road Frampton Cotterell South Gloucestershire BS36 2NY

RESOLVED: Westerleigh & Coalpit Heath Parish Council makes no comment.

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 9th December 2024 at 7pm, Westerleigh Village Hall

- (ii) [P24/02516/F](#) Erection of extension and formation of first floor living accommodation with other associated works to facilitate change of use of building to 1 no. new dwelling. Land And Building East Of Ram Hill Coalpit Heath South Gloucestershire BS36 2UF

RESOLVED: Westerleigh & Coalpit Heath Parish Council has no objection to this application. However, it requests that permitted development rights are removed for the new dwelling.

3890. To RECEIVE Parish Councillor Reports – written submissions, taken as read with questions taken as necessary

Westerleigh & Coalpit Heath Parish Council – District Councillors' Report
Monday 9th December 2024

Flooding in South Gloucestershire following Storm Bert

Storm Bert brought tree-damaging high winds and heavy rainfall that flooded many roads and affected properties across the district. 30 trees were blown over and staff distributed around 1,500 sandbags to residents with around half of these going to the Yate Dodington area which was particularly badly affected by flooding.

A major incident was declared due to the flooding of around 100 properties in and around Shire Way, Yate, with a further 100 cut off by rising water levels. Flooding has also been seen in parts of South Gloucestershire that have not seen regular flooding following periods of heavy rainfall. The emergency response was led by the Fire Service as the lead agency for water rescue, working with the police and partner agencies. The council would like to thank all the emergency services for their efforts.

StreetCare handled over 130 calls from residents and staff have worked around the clock to clear roads, trees and debris and make sure warning signs are in place. Council staff have also visited more than 200 homes in the worst affected areas to offer support and identify what assistance they might be able to offer as the council recognises that it can be difficult to know where to start if your property has been flooded.

Useful information can be found on the council's flooding webpage (<https://beta.southglos.gov.uk/flooding/>) as well as government advice on what to do after flooding at www.gov.uk/after-flood.

As with all serious flooding incidents South Gloucestershire Council, as a Lead Local Flood Authority (LLFA), has a duty under Section 19 of the Flood and Water Management Act 2010 to investigate and produce a report that will summarise what happened, establish the cause or causes of the flooding and determine the actions needed for remediation.

All flooding incidents are complex and it will take time but the council anticipates this will be completed in 3 to 6 months and the findings will be published on its website.

Flooding guidance

If you have insurance

Contact your insurance company to start your claim – they will tell you what to do next.

If you do not have insurance

You will need to pay for any temporary housing and repairs yourself. If you are struggling financially, you may find information on the council's [cost of living webpages](#) helpful.

Clearing up and making repairs after a flood

Before you start clearing up:

- take photos of any damage and the flood water line
- speak to your insurance company about what you can move and throw away

Page 3 of 14 Signed.....

Date...13/1/25...

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 9th December 2024 at 7pm, Westerleigh Village Hall

Keeping safe

Floodwater can contain harmful pollutants or contaminants hazardous to humans and animals. When cleaning up a home affected by floodwater use rubber boots, protective overalls or waterproof apron, and waterproof gloves to avoid exposure to floodwater.

- Thoroughly wash your hands with warm water and soap if they come into contact with flood water. If you have any open cuts or sores, clean and use waterproof plasters
- Do not turn on gas or electricals if they may have become wet until they have been checked by a qualified gas or electrical technician
- Do not drink your tap water if you notice a change in the colour, taste or smell – contact your water company if this happens
- Do not eat any food that has been contaminated by flood water

Useful contact numbers

Cost of living and financial support enquiries (freephone) [0800 953 7778](tel:08009537778)

Environmental health and trading standards [01454 868001](tel:01454868001)

Housing [01454 868005](tel:01454868005)

Concerns about an adult [01454 868007](tel:01454868007) or [01454 615165](tel:01454615165) (Out of hours)

Concerns about a child [01454 866000](tel:01454866000) or [01454 615165](tel:01454615165) (Out of hours)

General enquiries and emergencies [01454 868009](tel:01454868009) – Call this number for services not listed above, or to be put through to a specific person. Out of office hours your call will be diverted to a service which only deals with emergencies.

Community Safety [01454 868751](tel:01454868751) or email communitysafetyteam@southglos.gov.uk

Revised Charging Scheme Announced for Council Owned Car Parks

South Gloucestershire Council is making amendments to its proposals for off-street parking charges following productive engagement with Town and Parish Councils, Chambers of Commerce and other key stakeholders across the district.

Key changes include an adjustment to the tariff. With at least 10% of spaces in short-stay car parks remaining free for stays of up to 30 minutes, and the first hour being charged at just 70p, following useful discussions with local stakeholders across South Gloucestershire, there will be a change to the costs for longer stays. These will be £1.30 for up to two hours, £3 for up to three hours and £5 for stays up to four hours in short-stay car parks.

Parking in long-stay car parks and spaces will remain £3 for the first four hours. A new 4 – 6 hour tariff will be included (charged at £4) and stays of more than six hours will be charged at £5.

The price of season tickets will be reduced from the charges originally proposed. Weekly tickets will be £20; monthly tickets will be £75; a new option of a six-monthly ticket will be £435; and annual tickets will be £840.

There will also be changes to the way Blue Badges may be used. Initially it was proposed that blue badge holders would be able to park for free for up to four hours in designated disabled spaces in short-stay car parks only. Following the recent engagement, however, holders will be able to park for free for up to four hours in any space in any car park, provided that their valid blue badge is displayed.

There are also changes to the proposed mix of short and long-stay car parks in Yate, where there are several car parks, owned and controlled by different organisations, close to each other in the centre of town. Specifically, both Kennedy Way and the Leisure Centre South car parks in Yate were to be designated as short-stay car parks. Following the community conversations with local stakeholders, Kennedy Way will be classified as a long-stay car park, while the Leisure Centre car park will be divided into two sections: one for short-stay and one for long-stay parking. These changes have been made to better balance the availability of different spaces and provide more flexibility for both short and long visits in Yate.

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9th December 2024 at 7pm, Westerleigh Village Hall

The council has also committed to proactively monitoring the impact of potential displacement parking, where drivers park in neighbouring streets to avoid charges. Those roads where displacement parking is most likely will be monitored to assess current parking trends, so that the council can identify the impact of introducing the scheme. Further monitoring will be carried out after the scheme has been introduced so that the council can work with residents to identify the best ways to mitigate any changes to parking patterns locally.

More information about the scheme, which will be introduced in Spring 2025, is available with an updated set of FAQs on the council website: www.southglos.gov.uk/parking-charges-FAQs

Consultation on South Gloucestershire Council's Budget for 2025/26 Commences

South Gloucestershire Council has launched a consultation on its 2025/26 budget, setting out how it will balance the books this year and the year ahead. The consultation also describes how, at the same time as the community continues to experience the cost-of-living crisis, the council's own costs are continuing to rise rapidly. There is significant and increasing uncertainty about how it will be able to meet its growing costs in future years without either seeing a substantial increase in income, from government grants or council tax rises, or by making real and impactful cuts to services.

While the authority is currently in a relatively good position financially, thanks to planned changes to the way it works, and saving more than £100 million since 2010, the next two years' budgets can be balanced by delivering existing savings plans and by spending the council's reserves. The consultation sets out the approach the council plans to take in setting balanced budgets into the future, and proposes a number of areas where it could consider changes to the way it works, the services provided and how it generates income.

It sets out a hierarchy of approaches to ensure that no stone is left unturned in minimising costs and providing value for money:

- Challenging what the council spends, internally and externally, to deliver and support services. This would include a review of the council's property portfolio and examining whether in the short, medium and long term it needs to keep, rent out or sell any assets.
- To find more efficient ways of working. The council is keen to identify ways that new technology can help streamline the way it interacts with residents and service users, potentially in its contact centres and in social care, it wants to explore opportunities not only to save money, but also to improve the customer experience.
- To explore whether it is right and reasonable to continue to take responsibility to pay for and deliver some of the services that are currently provided by or alongside other bodies, such as town and parish councils or the community and voluntary sector.

Given the scale of the potential gap between the council's expected income and the cost of delivering services, however, it is expected that it will need to generate more income, as well as to look at services it is able to cut completely.

The main source of income the council can control is Council Tax. Whilst recognising the financial pressures local people face, each percentage increase in council tax provides approximately £1.9million in additional income each year. This is a much bigger sum than can be raised or saved from any other option being considered through the consultation.

Legislation currently requires local authorities to hold a referendum if they want to increase the main rate of Council Tax by more than 4.99% (of which 2% is ringfenced to be spent on adult social care). The consultation seeks to understand the public's views on different levels of increases, including an option of increases of more than 4.99% should legislation be changed to allow them.

Lastly, the council recognises and wants to explain the need to explore stopping, cutting back and prioritising some services and support. Through the budget-drafting process, the council has prioritised changes that do not impact its ability to deliver services. It is in a relatively financial stable position now, so can minimise cuts in the short term, but this has only been possible because of difficult decisions taken early. Therefore, given the cost pressures and uncertainties around future funding, the council

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9th December 2024 at 7pm, Westerleigh Village Hall

thinks it will need to continue this approach of planning ahead and make some cuts over coming months and years.

Because the financial pressures faced are not immediate, it is not proposing any further cuts to the services delivered directly by the council, through this consultation process.

Given the uncertainties ahead it is likely the council will need to make some cuts over the coming months and years. Some measures are being investigated now, but more work is needed to evaluate potential impacts, so they will be brought forward and consulted upon separately as appropriate.

Local people have supported the approach taken in recent years to prioritise support on the most vulnerable, for example, children who have had a very difficult start to life, and older people and disabled people who need to rely on the council for social care support. The council will need to prioritise in this way to a greater extent going forward. This means both halting non-core services which are currently subsidised by taxpayers and scaling back or stopping some discretionary services in order to protect essential services supporting those in greatest need. The council is keen to hear from residents through this consultation process about their views on the approaches that should be taken into the future.

Full details of the consultation process, the background and survey questions can be found on our Community Conversations website: <https://budget2025.commonplace.is> For those who are not online, paper copies of the survey will be available at libraries or One Stop Shops. The consultation opened on Monday 11th November 2024 and runs until Wednesday, 8th January 2025.

In addition to running the survey, a number of discussions will be held with key stakeholders, as well as public events that will be held give people the chance to hear more about the proposals and to give their feedback. Details of the public events will be announced locally in due course. Following the consultation, the views put forward will be fed into a comprehensive report, which will be considered alongside updated financial information to help inform decision-making. Final decisions and budget setting will take place at Full Council on 19th February 2025.

ITEMS REQUIRING A RESOLUTION

3891. To APPOINT an additional member to the Environment & Leisure Committee

Environment & Leisure Committee	RM, CG, PK	Chair (ex officio) + 4 - at least one member required
---------------------------------	------------	---

RESOLVED: To review in March 2025 and decide whether to appoint an additional member of the committee or to disband it and set up a working group instead.

3892. To APPROVE list of Environment & Leisure recommendations from councillor meeting on 2nd December 2024 (attached Appendix 1)

RESOLVED: To approve the following recommendations –

Bin Project

- Do not replace existing Kendleshire Triangle bin. Likely to be moved as part of A432 corridor project (Ruffet Rd junction improvements). Await further news of project.
- Install two new bins – already purchased- as follows (subject to utility checks) 1. Opp 143 Roundways. 2. Off Henfield Rd on Ruffet Rd triangle. Installation cost 2 x £150.
- Unallocated budget of £1192. Outstanding costs – installation, £120 sticker fitting cost. RFO to confirm unallocated amount after deductions and recommend use of this.

Bitterwell Lake memorial bench

- 120mm x 60mm brass engraved plaques will be made available to purchase for £70 - £80. Cost to include plaque purchase price of £50 (from D&D Chipping Sodbury) plus admin and fitting (tbc).
- Plaques may be purchased to remember a resident of the parish or someone with a close connection to Bitterwell Lake. Application form to be completed.

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9th December 2024 at 7pm, Westerleigh Village Hall

- Full quotation for bench to be requested from CR Belcher to include bench design previously agreed (see Min 3755 i), plus stone dust surface underneath bench and sleepers, to reduce future maintenance. To be approved by Full Council. Summer 2025 installation. (Budget of £2,000 approved – Min 3777 iii).

Bitterwell Lake

- Grant permission to Lake Manager to add crucians to Bitterwell Lake fish stock at a future date, at his own expense. Note that all fish stock remains the property of Westerleigh & Coalpit Heath Parish Council.

Ivory Wood

- Grant permission for installation of five bar gate across entrance to access route to 2 Park Lane via Ivory Wood. At cost of residents. To discourage fly-tipping, trespassing, camping etc and improve safety for MOPs as diseased ash trees in this area.
- Request that residents of 2 Park Lane padlock the gate, take a photograph and provide a key to WCHPC. This should facilitate Police action if the padlock is removed.
- Council to purchase and plant native whips to form infill hedging along access route. Spring 2025, maximum budget £300 from trees budget.

2025/2026 projects

- Clerk to research feasibility/ cost of following potential community benefit projects for delivery in 2025/2026 and report back to Council / E&L Committee for approval.
 - Defibrillator and bleed kit for Blackberry Park. Contact Pinnacle (management company) to investigate possible site with power on Rowdell Avenue adjacent to flats. Continue with bleed kit only if no suitable defib location.
 - Contact Pinnacle to request they replace community library box and possibly re-site on central green space near WCHPC noticeboard. Consider WCHPC project to replace if Pinnacle do not.
 - War memorial cleaning.
 - Replace Westerleigh Village noticeboard with triple window board.
 - Bike rack for Westerleigh Village Hall. Project to be developed with VH committee (from Local Nature Action Plan budget).
- Projects from Project List (initially agreed Min 232 of E&L meeting 03.10.2022)
- Westerleigh Playing Field additional picnic bench (7.) - investigate possible location and consult football and cricket clubs.
 - Parish road signs (15.) – three possible locations: Park Lane, Coalpit Heath (on Frampton Cotterell Parish sign), Church Road, Westerleigh Rd past Crematorium (reverse of Pucklechurch Parish sign).
 - Remove the following projects from project list as not deliverable – 2. solar panels on structures, 10. Retrofit solar panels to Bitterwell Lake aerator, 13. Mayawaki Mini Forest, 14. Water refill stations.

Commenting on planning applications

- When WCHPC comments at pre-application stage and on planning applications for new developments in the parish (above certain size), to request the following is provided:
 - An area for a community library, community noticeboard (with space for parish council notices), defibrillator and bleed kit.
 - All gardens to have hedgehog holes at boundary.
 - Swift bricks to be incorporated where appropriate.

3893. To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure:

- (i) Update on South Gloucestershire Council response to surface water flooding (late Sept/ early Oct, again 24th Nov) on Henfield Road and traffic impact on Ram Hill
Henfield Road has flooded again since the last meeting with a similar knock-on impact on Ram Hill. Flood investigation works have been carried out by SGC (late Nov) and Cllr Chris Willmore (SGC Cabinet Member for Planning, Regeneration and Infrastructure) has reported back informally on progress. See summary attached at Appendix 4. No decision required.

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9th December 2024 at 7pm, Westerleigh Village Hall

Periodic flooding of Park Lane under the railway bridge has been reported to the Council by a resident. The resident is following up with the SGC ward councillors regarding the cause/ possibility of preventive work.

- (ii) Update on ongoing speeding on Ram Hill and speeding/ driver behaviour on the Badminton Road (Beesmoor Rd to viaduct)

No update has been received since the Nov meeting.

RESOLVED: As per min 3867 v, the Clerk to ask a written question to the new Police & Crime Commissioner on this topic.

3894. To discuss any required CONSULTATIONS and COMMENT as necessary:

- (i) SGC budget consultation [Have Your Say Today - Council Budget 2025/26 - Commonplace](#) deadline 8th Jan

Noted that approach 3 is to engage with Town & Parish Councils to find efficient ways to maintain local facilities like public conveniences, playing fields and other open spaces. Unlikely to be relevant to this parish as only small parcels of green space are maintained by SGC. Therefore, councillors to submit individual responses.

- (ii) South Gloucestershire Council PT.8055 Off Street Car Parking Review – deadline 19th December 2024 [ALL SOUTH GLOUCESTERSHIRE COUNCIL CAR PARKS - Various changes - STATUTORY NOTICE](#)

Councillors to submit individual responses.

ITEMS TO NOTE

3895. To NOTE progress of South Gloucestershire Highways review re speeding in Westerleigh (from Shorthill Road to the Nibley Lane junction)

Ward Cllr Marilyn Palmer reported that a planned meeting to discuss recommendations was postponed due to SGC emergency response to storms and flooding taking priority.

Cllr Goddard highlighted another recent collision (end of Nov) on Westerleigh Village Green, in which a 4x4 destroyed a streetlight. The streetlight has been made safe, but is awaiting repair.

3896. To NOTE finalised list of jobs for the South Gloucestershire Parish Team, due to visit the parish for one week in December 2024

As per the list agreed at November meeting (min 3868), but with 'cut back vegetation from footpath leading to fields off Roundways Coalpit Heath' removed, as this has since been done.

3897. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council:

From South Gloucestershire Council:

Noted.

- Bristol Rd & Whiteshill Hambrook- MAJOR MAINTENANCE WORKS 25TH NOVEMBER– 14TH DECEMBER 2024. The works will involve the planing off of the existing surface of the carriageway and the laying of a new surface. The work will start at 8.00pm and remain in place until approximately 6.00am weekday nights.

-SGC Christmas & New Year waste and recycling collections flyer

-SGC Community Engagement budget consultation pop-up meeting - Thurs 12th December 12pm or 6pm

Other received items

- Notes of 6th Nov Mousewell Solar Farm update meeting – between RWE, Cllr Chirs Willmore, Cllr Marilyn Palmer and reps from Yate TC, Dodington PC and Westerleigh & Coalpit Heath PC.

- 02.12.2024 Document from Save Our Green Spaces South Gloucestershire (SOGS-SG) re South Gloucestershire Local Plan

- Dodington Parish Council possible emergency planning working group (to be discussed 2nd Dec 2024 Planning & Transport Committee meeting)

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9th December 2024 at 7pm, Westerleigh Village Hall

Ward Cllr Clark provided an update on the SGC Local Plan process. The outcomes of the government's review of the National Planning Policy Framework, including higher housing targets for the South Glos area, is anticipated as early as this month. It is likely SGC will launch a further Local Plan consultation as soon as possible afterwards, with the aim of adopting the South Gloucestershire Local Plan (with existing housing targets) within three months.

3898. To NOTE items considered urgent by the Chairman

None.

3899. To CONSIDER any exempt items:

Due to the nature of the business under consideration, a resolution to exclude the press and public may be required under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100.

None.

3900. Dates of future Parish Council meetings

Noted.

January 13th Full Council meeting 7pm Westerleigh Village Hall

February 10th Full Council meeting 7pm Manor Hall, Newman Room

(Full list at www.westerleighcoalpitheathparishcouncil.gov.uk/meeting-dates)

The meeting was closed at 8.05pm.

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 9th December 2024 at 7pm, Westerleigh Village Hall

Appendix 1 - List of Nov 2024 payments

Date	Descripti	Supplier	Net	VAT	Total
01/11/2024	Storage unit rental fee	PE King (Bristol) Ltd	73.33	14.67	88.00
05/11/2024	Room hire	Westerleigh Village Hal	24.00		24.00
05/11/2024	Room hire	Manor Hall	20.00		20.00
05/11/2024	Grass cutting	CPS Grounds Ltd	863.22	172.65	1,035.87
05/11/2024	Loo hire	Andyloos	174.80	34.96	209.76
05/11/2024	Plaque for memorial bench	D & D Shoe Repairs	50.00		50.00
06/11/2024	Chalet repairs	C R Belcher Agricultura	850.00	170.00	1,020.00
11/11/2024	Localism charges	South Glos Council	1,472.76	294.55	1,767.31
11/11/2024	Localism charges	South Glos Council	486.33	97.27	583.60
11/11/2024	Holiday activity days	Swift Sports Coaching	800.00	160.00	960.00
13/11/2024	Re-cladding of Bitterwell Cl	Prestige Developments	13,320.83	2,664.17	15,985.00
13/11/2024	3 bins	Broxap	870.00	174.00	1,044.00
13/11/2024	Grant	Bristol & Weston Hospi	215.00		215.00
14/11/2024	Memorial Bench	C R Belcher Agricultura	150.00	30.00	180.00
14/11/2024	Memorial Bench	C R Belcher Agricultura	300.00	60.00	360.00
14/11/2024	Grant	GWAAC	6,600.00		6,600.00
19/11/2024	Aerator at Bitterwell Lake	EON	16.80	0.84	17.64
20/11/2024	Council mobile phone	H3G (Three)	2.50	0.50	3.00
25/11/2024	PAYE	HMRC	975.11		975.11
25/11/2024	Monthly Pension payment	Avon Pension Fund	495.09		495.09
25/11/2024	Salary	SWSimmons			
25/11/2024	Salary	Rachel Davis			
29/11/2024	Bank charges	Natwest	7.00		7.00
29/11/2024	Monthly Expenses	SWSimmons	72.10		72.10
29/11/2024	Monthly Expenses	Rachel Davis	100.55		100.55
29/11/2024	Gas checks & boiler service	Pass & Totterdell Ltd	95.00	19.00	114.00
29/11/2024	Bin installations	C R Belcher Agricultura	200.00	40.00	240.00
29/11/2024	Youth provision via FC PC	Frampton Cotterell Par	1,268.62		1,268.62

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9th December 2024 at 7pm, Westerleigh Village Hall

Appendix 2 - APPROVED V3 budget 2025/26

Draft budget 25/26 Version 3 APPROVED

	2025_2026	Budget setting notes
INCOME		
General Parish income		
PRECEPT	£ 101,220.00	3.3% increase to balance budget
Bitterwell Chalet Rental	£ 9,492.00	From 1.12.2024 is £791. Increase on 1.12.2025 unknown so use £791 for budget.
Fishing Rights	£ 5,640.00	2.2% increase on 1.4.2025 to £470/£5640
Bank interest	£ 1,700.00	Predominantly Unity & Redwood; interest rates falling; Redwood reduced to pay for chalet tender;
Hire of field by football teams	£ -	No paying use of field currently.
SUB-TOTAL	£ 118,052.00	
Grant income		
CU/S106	£ 16,902.27	To end of Sept 24. Nothing else expected.
Says Court Farm Solar Brndft	£ 19,800.00	The Says Court benefit contract runs from 2014-2038 so this will be year 11 of 25
SUB-TOTAL	£ 36,702.27	
INCOME BUDGET TOTAL	£ 154,754.27	
EXPENDITURE BUDGET		
FINANCE & ADMIN		
Bank charges	£ 150.00	
PWLB loan repayments Loan 1	£ 1,948.74	Split July & January
PWLB loan repayments Loan 2	£ 3,914.56	Split April & October
Staff costs (Salary/HMRC/Pension)	£ 46,000.00	As line 4 AGAR Salary/HMRC/Pension only; Include 1.4.24 increase and 1.4.25 estimates; Est NI £3500; Pension £5176 Salaries £35450; Est total £44226; Includes 2 months of double RPD for handover, assumes new asst joins in June at 8 hrs pr wk SCP 17 and joins APF, assumes RD does 28 hrs/wk April-Aug then 25 hrs, NI recalcd after Oct 24 budget; £1000 contingency;
Office expenses	£ 1,500.00	Includes council mobile/printer costs; storage/postage/antivirus/stationery
Clerk & RFO expenses	£ 2,300.00	Includes mileage/ home office allowance/internet allowance
Councillor costs (expenses/training)	£ 400.00	To be discussed
Chairmans Allowance	£ -	
Clerk/RFO/assistant training	£ 750.00	Increased to allow training courses for new person
Subscriptions/publications/tickets	£ 1,700.00	ALCA/NALC/S106/CPRE/SCRIBE
Room Hire	£ 300.00	
Insurance	£ 2,100.00	May 25 is year 5 of 5
Advertising & Communications/Public engagement	£ 500.00	Some from individual budgets eg LMAP/Emergency Plan/or Signs from site budgets;
Office equipment	£ 300.00	In potential for a further printer after KMT contract ends or for second member of staff
Audit fees	£ 1,300.00	24/25 £1130 - 1/A £500 BDO £630 - expected to rise
GDPR	£ 200.00	Potential new legislation or Training
Legal fees/consultancy	£ 500.00	
Elections	£ 1,500.00	Costs - Uncontested £350; £1500 per year until 2027 election;
Manor Hall	£ 10,000.00	
Website design & host	£ 250.00	Wordpress assistance/Oliver
Technology requirements (Cloud/licences etc)	£ 700.00	M3365 £500 Cloudnext .gov domain, org domain & emails £150
Remembrance Day wreaths	£ 50.00	
FINANCE & ADMIN TOTAL	£ 76,363.30	

Page 11 of 14 Signed.....

Date.....13/1/25.....

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9th December 2024 at 7pm, Westerleigh Village Hall

Draft budget 25/26 Version 3 APPROVED

ENVIRONMENT & LEISURE		2025 - 2026	Budget setting notes
Westerleigh Playing Field Inspections		£ 1,500.00	
Westerleigh Playing Field repairs/maintenance		£ 1,000.00	Decided NOT to add in cricket square so CHCC should apply for grants to aid communications about use
Newman Field play repairs/maintenance		£ 1,500.00	
Dog & Litter Bins - emptying/repair		£ 7,000.00	Include £500 for zip wire
Bus shelter inspections/repairs/maintenance		£ 960.00	SGC contract increase allowed for.
Public seats inspections/repairs/maintenance		£ 500.00	
Pansy Vale works		£ 500.00	
The Pound works		£ 500.00	
Mayshill works		£ 500.00	
Ivory Wood works		£ 500.00	
Cenotaph repairs/maintenance		£ 500.00	
Grass cutting: Parish contract & SGC contract		£ 13,600.00	£ 800.00
Tree works (Ash Die-back/other felling/replanting)		£ 1,000.00	£ 800.00
Bitterwell accessible toilet		£ 2,400.00	Allow for second unit in summer (Jul-Sept)
Bitterwell aerator electricity & repairs		£ 800.00	Mainly electricity (EON) other possibly from benefits/grants
Bitterwell Lake repairs		£ 4,000.00	ALSO From benefit funds
Bitterwell Lake CHALET		£ 3,628.70	Chalet rental minus loan repayments - surplus at eoy to be c/fwd, depends on rental above;
ENVIRONMENT & LEISURE BUDGET TOTAL		£ 41,688.70	
GRANTS & BENEFITS BUDGET			Budget setting notes
S137 Free resource OR General Grant Fund (GPoC)		10000	From reserves; No carry forward;
CIL/S106 fund		£ 16,902.27	
CIL/S106 sub fund for BINS		CF	
CIL/S106 sub fund for FC Youth provision		CF	
CIL/S106 sub fund for WPF & Newman EQUIPMENT		CF	WPF completed; NF outstanding;
Says Court Solar Farm Community Benefit fund		19800	
Says Court sub fund for LMAP		CF	
Says Court sub fund for activity days		CF	Needs to be 9000
GRANTS & BENEFITS BUDGET TOTAL		£ 46,702.27	
TOTAL EXPENDITURE BUDGET			
DIFFERENCE BETWEEN INCOME & EXPENDITURE BUDGETS			NOTES on overall budget
General (non benefit) INCOME		£ 118,052.00	
Operational COSTS (Exp & Admin plus F & I)		£ 118,052.00	
(excluding benefits which stand separately)			
Diff.		£	

02/12/2024 10:45

AM 13/1/25

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 9th December 2024 at 7pm, Westerleigh Village Hall

Appendix 3 - Planning decisions since 5th November 2024

Description	Westerleigh & Coalpit Heath Parish Council Comment submitted	Notice	Decision	Decision Date
i) P24/02247/HH Erection of single storey side extension to form additional living accommodation. 254 Badminton Road Coalpit Heath South Gloucestershire BS36 2QW	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application	25/09/2024	Approve with conditions.	11/11/2024
ii) P24/02280/RVC Variation of condition 2 (approved plans) attached to planning consent P23/03226/F - Demolition of existing dwelling. Erection of 1no. dwelling with associated works. The Old Stables Boxhedge Farm Lane Coalpit Heath South Gloucestershire BS36 2UW	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	01/10/2024	Approve with conditions.	19/11/2024
iii) P23/03290/F Demolition of existing building. Erection of 10 no. new commercial units (flexible Class E(g), Class B2 and Class B8 use) and associated access, parking, landscaping, and other associated works. Land At 81 North Road Yate South Gloucestershire (reconsultation)	Westerleigh & Coalpit Heath Parish Council restates its objection to the previous version of this application as follows. Westerleigh & Coalpit Heath Parish Council objects to this application on the grounds that it is overdevelopment of the site. Furthermore: - the access is poor, - there are insufficient parking spaces for the number of units proposed, and - the development will have a negative impact on the residential amenity of the adjacent dwelling.	24/10/2024	Approve with conditions.	29/11/2024
iv) P24/02518/TRE Works to 1no. Holm Oak to crown reduce by approx 4m covered by TPO 0476 dated 24/07/2009. The Old Vicarage Beesmoor Road Coalpit Heath South Gloucestershire BS36 2RP	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	29/10/2024	Approve with conditions	29/11/2024
v) P24/02436/HH Demolition of existing conservatory. Erection of a single storey rear and side extension to form additional living accommodation. 352 Badminton Road Coalpit Heath South Gloucestershire BS36 2NU	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	22/10/2024	Approve with conditions.	03/12/2024

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9th December 2024 at 7pm, Westerleigh Village Hall

Appendix 4 – Summary of feedback from Cllr Chris Willmore (SGC Cabinet Member for Planning, Regeneration and Infrastructure) re investigation into winter surface water flooding on Henfield Road and traffic impact on Ram Hill

1. Station Rd bridge – officers cut back all undergrowth narrowing the pavement under Station Rd bridge to increase safety. To do any more would mean street furniture. Will consider that if we still think there are problems.
2. Ram Hill / Bitterwell – officers are worried about HGVs going through, not least because a number of services run under the verge, hence the traffic cones. Ram Hill cannot be closed to HGVs because the bus needs to use the route- lifeline to the Greenacres residents.
3. Lorries going down to the triangle – officers explored this and need to improve signage earlier.
4. Road closed signs in floods –suggestion to provide these to e.g. Kendleshire Golf Club, to deploy immediately when the road floods. Currently not possible for insurance/ risk reasons. Being looked at again however, as officers had another example of flooding preventing them reaching every location. Distributing signs would be safer than alternative e.g. people redirecting traffic in the road. Awaiting outcomes and a strategic review of responses to heavy rain.
5. The Hollows & the golf course. Officers agreed to scour the ditches there - opened up the manhole to confirm it was free flowing. The problem is not there, it is when the water flows under the golf course. This is a strategic drainage team issue. It would require the golf club to agree to digging up part of the golf course to investigate the pipe.
6. xxxxx / Henfield rank – officers have identified various issues. The first one is uphill, where xxx site comes out onto the road. The yard is concrete surfaced and the water from that yard flows out onto the road and across it towards the xxx field yard. There are no onsite water retention features. Once water gets across the road, it gets into the surface water drain. Just downhill from the gateway the drain runs under the hedge. Officers cannot access to check it, but suspect the hedge may have damaged it. This water sometimes gets onto the road. Doing anything here involves waiting until the other end of the road has been done, at the bottom of the rank.
In the verge opposite the cottages - downhill end - there is a manhole for the surface water drainage which is in working order. It flows into/ out of Roger's field, so that the field floods in heavy rain, and eventually when full enough that goes into the surface drain. And vice versa, if the drain is too full then it flows into the field. This still seems to work ok. Officers believe the problems that caused flooding into gardens in that rank of housing comes just below that. The drain flows under the road and continues towards the Hollows on the Hollows side of the road. Last time there was a survey officers concluded the section of drain under the front garden of the end cottage was damaged, but still functional. They suspect it might now have got worse, and may be the cause. Officers will approach the householder about permission to assess the situation.
7. Officers have carried out drain checking work right along to try to identify areas where they can intervene.